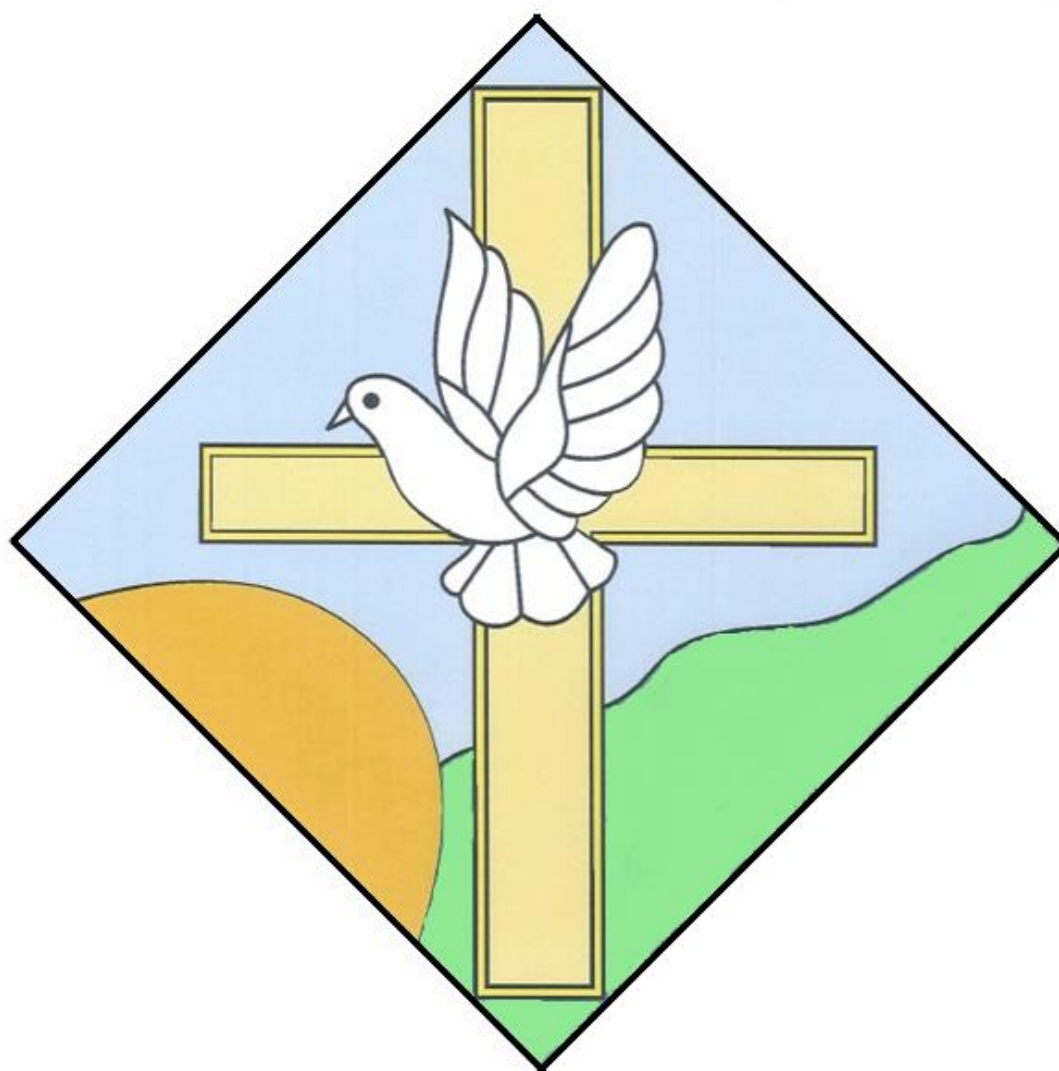




ST PETER AND ST PAUL

SEEDLINGS NURSERY

ADMISSIONS POLICY



Mission Statement

Promoting high quality education, love, care and forgiveness of others as taught

To us by Jesus and our Patron Saints

St Peter and St Paul Catholic Primary Academy provides high quality education, founded on Catholic principles, recognising the needs of each individual and valuing the contribution of our whole community. At a Catholic Nursery, Catholic doctrine and practice permeate every aspect of Seedlings Nursery. It is essential that the Catholic character of the Nursery's education be fully supported by all families. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the Nursery. We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

The Published Admission Number (PAN) for the nursery intake at St Peter and St Paul is 24 full time equivalent places over 38 weeks of the year (term time). The Governing Body has sole responsibility for the admissions to this Nursery. For every Nursery intake the Governing Body will agree the ratio of full and part-time spaces.

Our admissions policy is on a first - come, first - served basis, with the following exceptions that have priority over children on the waiting list:

- Children of St Peter and St Paul staff
- Current part time children who wish to increase or change sessions
- Siblings of children currently attending the Nursery

When making an application for a place at St Peter and St Paul Nursery Provision, parent/carers must:

- Complete and sign the St Peter and St Paul Nursery Provision admission form and terms and conditions. This form provides us with personal details relating to your child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc
- Complete and sign the Parent Contract – stating the hours your child attends. This is an agreement to allow St Peter and St Paul to claim the government funded place
- Provide a copy of the child's birth certificate
- Pay a refundable registration fee of £20

In this policy *applicant* refers to the person making the application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

Funded hours

We offer free funded morning and afternoon sessions subject to your funding eligibility.

All morning sessions 08:30 – 11:30

All afternoon sessions 12:30 – 15:30

The lunch session however 12:30 and 13:30 will have a charge of £6.50 plus £2.25 for lunch.

Consumables are charged at a rate of £0.20 per session. Parents can provide their own consumables for their child (healthy snacks, baby wipes, nappies and nappy sacks). Please adjust your invoice payment if you intend to provide your child's consumables and please let the Nursery

team know so they don't provide your child with snacks. We cannot store individual snacks so please provide for each session attending on the day.

Oversubscription Criteria

Where the number of applications exceeds 24 full time equivalent places the Governors will offer places using the following criteria in the order stated:

1. Looked after Catholic children or looked after children in the care of Catholic families, looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order and Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be state care outside of England as a result of being adopted. A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions and children who are looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order.
2. Catholic children who will have a brother or sister at Academy at the time of admission and are able to prove weekly attendance at Mass.
3. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Other Looked After children. Looked after children who have been adopted or who have become the subject of a residence or guardianship order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
6. Children who are members of Churches in union with Rome. Evidence of Baptism will be required.
7. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
8. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
9. Any other children.

In each of the above criteria applicants will be granted places in the following order:

- 9.1 Children of St Peter and St Paul staff
- 9.2 Current part time children who wish to increase or change sessions
- 9.3 Siblings of children currently attending the Nursery

Nursery Supplementary Information Form

If any applicant is to be considered as a practicing Catholic completion of the Nursery Supplementary Information Form by a Parish Priest is required. This form can be obtained from the Academy Office or the Academy website.

Education, Health and Care Plans (EHC)

The admission of children with an Education Health and Care Plan (EHC) is dealt with by a separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN Officer, Children with this Academy named in their EHC Plan will be admitted to this Academy.

Waiting List

The waiting list will be reviewed and renewed termly. We operate a free waiting list, and parents are encouraged to book early for places. At the time when a booking can be confirmed, a deposit of £20 is necessary to secure your child's place. This deposit will be returned in the final balance when your child leaves St Peter and St Paul Seedlings Nursery.

Our admissions policy is on a first-come, first-served basis, but with the following exceptions:

- Children of St Peter and St Paul staff
- Current part time children who wish to increase or change sessions
- Siblings of children currently attending St Peter and St Paul Seedlings Nursery

Government Funded Nursery Places

Nationally, all 3 and 4 year olds are entitled to 15 hours per week of free Nursery education from the beginning of the term following their third birthday. All children who are of Nursery age are eligible for the Universal 15 hour places. You may be eligible for an additional 15 hours if you meet certain criteria.

Information regarding childcare funding can be found here:

<https://www.childcarechoices.gov.uk>

Important Information

Attendance at the Nursery **does not** guarantee a place in the Reception/Early Years class. Parents of children attending St Peter and St Paul Nursery **must** make a new application for Reception/Early Years Class.

Nursery Frequently Asked Questions

1. How many places are there? 24 Full time equivalent places are available.
2. When can I put my child's name on the waiting list? Parents/carers are able to place their child's name on the waiting list from the age of 20 months.
3. Does a place in Nursery guarantee a place in the Reception/Early Years class? No, parents must make a new application for Reception/Early Years.
4. Does our family need to be Catholic? St Peter and St Paul Nursery welcome applications from any parent/carers irrespective of their gender, race, disability, religion, belief or sexual orientation of parents. It is essential however, that the Catholic character of the Nursery's education be fully supported by all families. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the Nursery.
5. Does the Nursery accept Iam2, Universal 15 hours and Extended entitlement (30 hours) funding. Yes, this funding is acceptable so long as the Academy has proof of your eligibility. This is a flexible offer.
6. Can part sessions be booked? No, only full sessions can be booked for example, 1:30pm to 3:30pm not 1:30pm to 2:30pm.
7. Can my child stay for lunch? Yes, lunch is between 11:30am and 12:30pm and is charged at a rate of £6.50 per day and for an additional £2.30, your child will also receive a hot meal provided by the Academy caterers, Nourish.
8. Can the uniform be purchased from the Academy Office? Yes, but we are currently limiting our stocks at the Academy and can be ordered online through Price & Buckland. Website: www.price-buckland.co.uk
9. Are the Nursery children able to attend Stars (Extended Day Provision)? No, not at present.
10. What do I need to do next? Complete a Nursery application form.



Starting Seedlings Nursery



Starting Seedlings Nursery at St Peter and St Paul is an exciting time and in order for your child to enjoy every moment and to have access to high quality learning experiences your child needs to be prepared.

Lead Early Years Foundation Stage Teacher – Mrs Sanford
Nursery Strategic Lead Teacher – Mr Nagre

Costs

Deposit - There is a non-refundable £20 deposit to secure your child's nursery place. This can be paid via Schoolgateway or through the Academy office.

Payments

All dinner and lunch cover payments are payments to be paid through Schoolgateway (information about this system can be obtained from the Academy Office). We do have a card machine in office as well. We also accept Tax Free Childcare payments.

Snacks – 20p per 3hour session.

Lunch Time Childcare - 11:30 am -12:30 pm - £6.50 per session

Lunch - hot meal provided by Harrison - £2.30 per meal

Additional Hours

Any additional hours outside of your funding entitlement will be subject to a £6.50 per hour charge and will only be accepted if the Nursery's timetable allows. These Sessions which are not funded will be invoiced and parents will be able to check their account on Nursery in a Box Portal and see whats due and whats been paid.

Preparing Your Child for Seedlings Nursery

We want your child to benefit fully from all the opportunities offered in the Nursery. The following suggestions will help to prepare them and ensure good behaviour:

- Talk positively to your child about Nursery, discuss the range of activities that are on offer and emphasise the fun they will have.

- Encourage independence when using the toilet, washing hands, dressing and undressing. Your child will enjoy Nursery life and learn more if not worrying about toilet training.
- Encourage them to look after their belongings and tidy up at the end of an activity.
- Encourage them to share and be kind to others.
- Show them how to handle and respect books and try to read with your child every day.
- Establish good bedtime routines. You will find that your child is tired after attending Nursery, so making sure that they go to bed at a sensible time help them.



Settling In

Every child is different, you may find that your child settles in on day one and is happy to wave good-bye to you. Other children may need more reassurance and it may be necessary for you to stay with your child for all, or part, of the session. We will work with you to help your child feel secure and confident enough to manage without you at Nursery. Always tell your child when you are leaving and tell them that you will be coming back soon to collect them – some children become very upset when they realise a parent has left without saying goodbye.

Attending Seedlings Nursery

Regular and punctual attendance at Nursery is very important as children can become unsettled if they arrive late or miss a number of sessions. If your child is unwell and cannot attend Nursery, please contact the Academy on the first day of absence. We do have a waiting list for our Nursery and as such, attendance is monitored on a regular basis. If your child fails to attend on a regular basis without a satisfactory explanation, he/she may be taken off roll.

Parents in Seedlings Nursery

To nurture our Seedlings, we encourage parents to volunteer to participate in Nursery life. This could be accompanying us on a local visit to the library, reading with children or helping on days when we are cooking or doing arts and crafts.

We welcome parents to 'Stay and Play' sessions, which will be held termly. During these sessions you will have an opportunity to explore areas of learning with your child and to look through your child's Learning Journal.

We look forward to welcoming you and your child into our Nursery and to the development of a partnership with you in the education of your child.

Nursery Essentials Bag

So your child's needs can always be met please pack a bag of essentials.

Things you suggest could include:

- Change of clothes, including socks and underwear
- A pack of baby wipes, nappy sacks or plastic bag
- A sun hat and sun cream (in the spring/summer terms)
- Water bottle



Seedlings Uniform

- Green Academy logo tracksuit
- Grey trousers or shorts with grey or white socks
- White polo shirt, blouse or shirt
- Green checked dress with white socks (spring to autumn half term weather permitting)
- Green Skirts or pinafore with green or white socks or green tights
- Green jumper/cardigan with Academy logo
- A waterproof coat for when playing outside
- Black shoes/trainers. Sandals (must be enclosed). Shoes with Velcro fastening would help.
- Rucksack

All clothing and belongings, including shoes, need to be clearly labelled; it is amazing what ends up in lost property!

For health and safety reasons no jewellery is permitted in the Academy, including stud earrings. Long hair must be tied back.

Too many zips and buttons, laces on shoes, tights can be a real problem for Nursery children, especially those who are recently toilet trained. A child likes their independence, so give them every chance to enjoy this new found freedom by

dressing them in clothes that are easy for them to handle and put on themselves with the minimum of assistance.

On your child's first week at nursery, they will be provided with a plastic folder. It is important that the folder is brought in everyday, which is used to provide parents with any correspondence and your child's artwork from nursery.

Lunch



Full time children

Lunch time costs £6.50 and for an additional £2.30 a freshly cooked hot lunch will be served to the children. A healthy packed lunch can be provided from home, no nuts, no jam/chocolate spread sandwiches or chocolate treats. A reduced rate of £5.50 is available for those whose children qualify for the Early Years Pupil Premium Grant. Parents may book as many days as they choose, subject to availability.

Part time children

You are able to extend your child's session by including lunch. Lunch time costs £6.50 and for an additional £2.30 a freshly cooked hot lunch will be served to the children. A healthy packed lunch can be provided from home, no nuts, no jam/chocolate spread sandwiches or chocolate treats. A reduced rate of £5.50 is available for those whose children qualify for the Early Years Pupil Premium Grant. Parents may book as many days as they choose, subject to availability.

If you wish for your child to attend any special lunch time session, i.e. Christmas lunch. Please book at least one week in advance with the nursery and then charges will be added to your next nursery invoice.

All payments must be made through Schoolgateway.

Snacks

Consumables are charged at a rate of £0.20 per session. Parents can provide their own consumables for their child (healthy snacks, baby wipes, nappies and nappy sacks). If you intend to provide your child's consumables please speak with the Nursery team and the Business Manager, Mr Partington so we can make the

relevant adjustments. We cannot store individual snacks so please provide for each session attending on the day.

Website

Please visit the Seedlings webpage on the academy website for Nursery information and regular updates.

All Parents

If you move house, or your contact details change, please ensure that you advise the Academy Office. If you decide to accept an offer from an alternative nursery and wish to decline your offer from St Peter and St Paul, please let us know immediately. Please do not hold more than one nursery place at a time as this delays the offer of places to those on nursery waiting lists.

If you have queries or concerns do not hesitate to speak to the Academy Office.